

INCIDENT BUSINESS ADMINISTRATION PLAN

**For
COLOR COUNTRY FIRE MANAGEMENT ZONE**

**Dixie National Forest
Bureau of Land Management
State of Utah, Southwest Area
National Park Service
Draft 2003**

Enclosed are the Interagency Operating Guidelines for Incident Business Administration (IBA) activities for the Dixie National Forest, Bureau of Land Management, State of Utah, and the National Park Service. These guidelines are provided to support Incident Management Team operations and to provide consistency in incident business management operations throughout the units. Deviations from these guidelines will be negotiated with the Incident Business Advisor (IBA) or Agency Administrator prior to use of a different procedure or guideline.

Incident Business Advisor (IBA)

Delegation of Authority: The following personnel or assigned IBA/s are the delegated Incident Business Advisors for their organizations:

| | | |
|---------------------------|-----------------|----------------|
| Dixie National Forest: | Don Carter | (435) 865-3761 |
| BLM-Cedar City: | Pete Wilkins | (435) 865-3023 |
| BLM-St. George: | Michael Taylor | (435) 688-3360 |
| State of Utah: | Jane Martinez | (801) 538-5427 |
| Utah National Park Group: | Jan Passek, FMO | (435) 772-0188 |

During the above primary IBA absence, an alternate may be delegated Incident Business Advisor responsibilities. The following may be considered:

| <u>Name</u> | <u>Position</u> | <u>Work Phone #</u> | <u>Home Phone #</u> |
|---------------------|------------------------|----------------------------|----------------------------|
| Dave Hart | Center Manager | (435) 865-4600 | (435) 559-3770 Cell |
| Wayne Hunt | Logistics | (435) 865-4600 | (435) 586-4623 |
| Larry LeForte | Utah Area FMO | (435) 586-4408 | (435) 691-4856 |
| Shelly Stubblefield | Fire Program Asst | (435) 772-0189 | (435) 772-0276 |
| Michelle Petty | Purchasing agent | (435) 688-3209 | (435) 574-0826 |

An off-unit Incident Business Advisor may be called in to assist during periods of excessive fire activity.

Appendix H

In-Briefing

The Incident Business Advisor (IBA) and/or Agency Representatives will participate in the team briefing of each assigned Incident Management Team. The IBA and Agency Representatives will meet with the Incident Management Finance Section at the beginning of an incident to discuss expectations and local protocol.

The final Incident Finance Package will meet the standards outlined in Chapter 40 of the Interagency Incident Business Management Handbook.

Responsibilities

The focus of the Incident Business Advisor is as a liaison between the Interagency Unit and the Incident Management Team. She/he will make visits to any established incident command post, R&R facilities, staging areas, expanded dispatch, burying unit centers, and other incident support centers to facilitate communication and successful incident business practices. Most visits will be prearranged with the perspective personnel at each site. Technical specialists will accompany the Incident Business Advisor to assist in specific areas of concern. For example, the Budget and Finance Officer and/or Acquisition personnel would attend a visit concerned with equipment rental agreement payments.

The Incident Business Advisor will provide all incident support activities with the telephone number(s) to ensure 24-hour service for any business management assistance.

Organization and Communications

Names of the individuals responsible for the counterpart activities on the incident are to be provided to the Incident Business Advisor for Contact purposes.

As a minimum, the Finance/Administration Section Chief (FSC) and Incident Business Advisor will establish a set time for daily communications for information exchange and to report current progress of incident business management operations.

Note: It is recommended that, upon demobilization from an incident, the FSC will leave contact information with the Incident Business Advisor to ensure that follow-up can be made if questions arise during transition or in regard to payments processed by the Finance Section.

The PUL should communicate with the Supply Unit Leader and the Buying Team Leader throughout the incident. The open flow of communication between these parties will facilitate acquisition needs, as well as property tracking.

Procurement

Upon arrival on the incident, the Finance Section will be given an Incident Service and Supply Plan.

Appendix H

Included in this Plan are:

- Acquisition Organization
- Emergency Services (including APMC information)
- Listing of EERA/s*
- Color Country Procurement Procedures
- Supply/Service Vendors

*Copies of the individual emergency rental agreements can be obtained from Acquisition after it is determined what agreements are being used on a specific incident.

Note: The Incident Management Teams will coordinate with the appropriate agency Administrative Officer prior to signing up parcels of land or facility use agreements.

Many of the normal restrictions on purchasing supplies and services apply when buying for incident operations. Some exceptions exist, such as commissary items and items in lieu of per-diem necessary for operating an incident camp. Procurement personnel will consult with the Incident Business Advisor before purchasing items of questionable nature or questionable quantities.

Meal and Motel tickets will be used and must be signed by both the procurement official and the individual(s) issued to with all the restrictions applied.

Buying Unit Procedures

When an Incident Management Team is assigned to the area, a Buying Unit Team will be ordered.

When a Geographic Area Buying Unit is assigned, the operating procedures described in the National Interagency Buying Team Guide will be followed, along with any applicable Geographical Area supplements.

The Incident Business Advisor and/or appropriate official will consult with the Incident Management Team/expanded dispatch to decide when to release a Buying Team.

Buying Team Leader should visit the incident administrative sites and establish open lines of communication with the incident supply unit and the incident procurement unit leader. Establish a direct ordering system between the supply unit and the buying team to expedite procurement resource orders. On those incidents where a direct ordering system is not practical, orders should be processed through expanded dispatch. Items available through the national cache system should be ordered through established channels.

Out of Area Equipment

Agencies have made a major effort to establish preseason emergency equipment rental agreements (EERA) in their zones of influence. Unless the Buying Team is unable to procure the needed equipment within a reasonable timeframe, and prior approval is obtained from the IBA, the IMT will not sign up any non-dispatched equipment that show up at fire camp (for example, “fire chasers”).

Appendix H

If the IMT determines that they need the equipment because it is already on the fire and it meets their needs, an order will be placed with the expanded dispatch with a notation it is already on the fire and is outside the zone of influence. The Buying Team will check local sources for possible replacement and if no local equipment is available, the PUL or the Buying Team will complete the necessary paperwork to sign up the equipment utilizing the Rocky Mtn/Great Basin equipment rental rates (unless current EERA rates are determined to be reasonable), do the inspection, and bring the shift tickets up to date. Immediately after completing the paperwork, the IMT will send the completed EERA/s to the designated person who will forward a copy to the appropriate paying group for processing.

Restricted Supplies/Items

Appendix A is a list of items restricted from purchasing, or limited in some manner, during the incident operations. Assigned supply unit leaders and/or buying teams will refer to this list when purchasing supplies and services for incident operations.

Property Management

All agencies expect the Incident Management Team to place a high priority on property management. Included in this expectation is the need for the Logistics Section to review property issuance (including gas/oil/wcf/etc.), sign out, and return procedures to ensure proper accountability. The buying team leader should assume responsibility for coordinating with the incident on property tracking. Buying teams are responsible for ensuring that accountable/sensitive property, which they have purchased, is tracked and the information available to agency administrators for record keeping purposes.

Respective agencies will conduct post audits of NIFC supplied items using the OIG report as its basis. During the winter, this review will be made and the IC will be asked to explain discrepancies between the OIG report and their performance. In addition, a review will be made of all durable items that are personal in nature. Those items not accounted for will be sent to the IMT/s home unit for resolution within 60 days.

During the demobilization process, agency specific forms (i.e. Forest Service AD-112) will be processed when the items are not returned to supply. The employee's supervisors will always sign these forms.

If vendors assigned to the incident do not return property items, a system will be incorporated to ensure the value of missing items is deducted from the payment invoices.

Any incident-funded sensitive property purchases must be approved by the IBA/AO prior to submitting the request to the buying team for procurement.

All property treated as replacement will be so described on Agency specific forms, Waybills, or left on the incident for rehab or mop up (manifest to the incident unit). All property left on the unit at the close of the incident will be properly transferred on the Agency's form.

Any capitalized/sensitive equipment purchased on an incident, which encompasses more than one agency, shall remain locally and utilized as a shared resource.

Appendix H

Commissary

Due to the need for efficiency and cost effectiveness, contract commissary operations should be used whenever available. The commissary process may also be used on a case-by-case basis if individuals need emergency replacement, such as prescriptions or required personal items.

The contract commissary contract lists mandatory items, optional items, and prohibited items. Additional items, such as tents and logo t-shirts, may be supplied with the approval of the FSC and the concurrence of the Incident Business Advisor.

Compensation for Injury and Agency-Provided Medical Care

The agency contact for compensation and medical treatment issues will be designated at the time of the initial briefing. For most incidents, a separate unit will be established to handle all matters related to injuries or illnesses of incident personnel. All copies of injury compensation forms will be forwarded to the designated agency contact and/or location, as soon as possible, for disposition. The Incident Management Team Comp/Claims Unit Leader will ensure that all original documents are forwarded to the employee's home unit.

All medical services, agency-provided medical care agreements, physicians, burn center, forms, etc., are included in the Emergency Incident Acquisition Plan that will be given to Finance Sections. If the plan is not readily available, contact the assigned Buying Unit or agency acquisition section for a copy of the information.

Information Management Systems and Telecommunications

Although the agency computer system may be used in the support of the incident, it remains under the control of the agency Computer Specialist and Administrative Officer.

The *Computer Specialist* must approve all orders for rentals or purchases of ADP equipment.

The following is a list of Agency computer personnel and their telephone numbers:

| <u>Name</u> | <u>Work</u> | <u>Home</u> |
|------------------------------------|--------------------|--------------------|
| Beverly Merrow, NPS, UT park group | (435) 772-0156 | |
| Eileen Lund, BLM, Cedar City | (435) 865-3010 | (435) 477-9068 |
| Ron Ray, BLM St George, Utah | (435) 688-3308 | |
| Jennifer Wilcox, UT State FFSL | (801) 538-5465 | |
| Jim Davenport, USFS, Cedar City | (435) 865-3711 | |

Cost effectiveness will be considered when planning telephone systems for use at ICP. All telephone numbers and radio frequencies assigned to the incident are to be reported to the Agency's Telecommunications Manager and Dispatch Office, along with locations of telephones and repeaters.

The Agency's *Telecommunications Manager* must approve all orders for rental or purchase of telecommunications equipment (including cell phones). The following Agency specific contacts:

Appendix H

| <u>Name</u> | <u>Work</u> | <u>Home</u> |
|---------------------------------|----------------|---------------------|
| Jim Davenport, USFS, Cedar City | (435) 865-4711 | |
| Greg Dolgoff, BLM, Cedar City | (435) 865-3021 | (435) 590-3600 Cell |
| Timothy Miller | (435) 688-3268 | |

The Agency Telecommunications Manager may be available to assist the Communications Unit Leader in the initial design and setup of any fire communications required, and will assist to the fullest extent possible for the duration of the incident. In the Manager's absence, contact the Agency Dispatch Office for the nearest available Telecommunications Specialist.

EERA/AD Payment Center

The Incident Business Advisor, after consultation with the FSC, will advise the Agency Administrator or Administrative Officer of the need for an Assistant Disbursing Officer (ADO) or Administrative Payment Team (APT). Normally, the ADO team will be ordered for incidents expected to exceed two weeks in duration AND the agency cannot provide payment support. The ADO/APT will not be ordered if the Agency can support the incident in processing payments to vendors in a timely manner utilizing regular payment procedures.

Prior to processing any payments, the ADO/APT will meet with the Agency Budget/Fiscal staff, acquisition staff, and buying team to ensure procedures are in place to avoid duplicate payments.

Depending upon the length of the incident and the size of vendor's operations, payments may be made to vendors on a bi-weekly basis. Payments to equipment contractors may be made on a bi-weekly basis if the incident appears to be long term. ALL payment documents will be submitted as they are closed out for processing.

Agency Payment Process

A representative from the Budget/Fiscal Section and Acquisition will visit all assigned Finance Sections to ensure accuracy of payment processes. If available, this employee may actually work in the Finance Section as time permits.

Invoices are to be forwarded to Budget/Fiscal or Acquisition, as soon as completed, to ensure timely payment to vendors and contractors. Invoices submitted at closeout of the incident are to be hand-delivered to the Budget/Fiscal Section by a Finance Section employee who will be able to discuss incomplete payment or those requiring additional clarification.

AD-5 Rates

AD-5 rates will be determined on the basis contained in the Interagency Incident Business Management Handbook and pre-established rates in the RM/GB Supplement 2000-1 NWCG HB2_10. For those positions where a pre-established rate is not given, the IBA or Administrative Officer will determine the appropriate rate of pay.

Any deviations from these established rates will be rare, and must have prior approval of the Incident Business Advisor.

Appendix H

End of Pay Period Time and Attendance Reports

All assigned Finance Sections will contact the Incident Business Advisor to determine the most efficient and effective means for processing/communicating pay information at the end of each pay period.

Law Enforcement

Upon assignment of an incident management team to the agency incident, a law enforcement person from the agency may make an on-site visit and establish contact with the Security Manager. The purpose will be to open communication lines, identify law enforcement support resources available, and identify local operating procedures.

The assigned criminal investigators and law enforcement officers will conduct all criminal investigations. It will be the responsibility of the Security Manager to report misdemeanors and felonies to the Law Enforcement Agency. Contact the local dispatch center for the Law Enforcement personnel nearest incident based on jurisdiction and land management. Other investigations (claims, motor vehicle accidents, etc.) will be conducted by law enforcement or by finance personnel assigned to the incident. Also, other law enforcement work (security, traffic control, etc.) will be assigned to the incident.

(Supplemental for Forest Service)

COST UNIT GROUP

If the area experiences a multiple fire situation with more than one IMT, a cost unit group will be established at the Forest HQ. This group will work for the financial/intelligence group under the general direction of the IBA or AO. The team will immediately begin inputting all the orders in ICARS. The IMT cost unit and the agency's team will arrange for the interchange of data as needed.

Closeout

The final Incident Finance Package will meet the standards outlined in Chapter 40 of the Interagency Incident Business Management Handbook. The agencies also require the following:

- 1.) A separate financial closeout with the FSC, Incident Business Advisor/Administrative Officer, Procurement Unit Leader, Buying Team Leader, and Budget/Fiscal Officer (as a minimum).
- 2.) Include cost unit package databases to each agency. Do NOT protect documents with a password. If ICARS is used, do NOT use password protection.

The Incident Business Advisor and/or Administrative Officer will participate in the exit interview of each assigned Incident Management Team. The IBA and AO will provide a verbal assessment of (1) commendable performance, (2) what went well, and (3) things needing improvement.

Appendix A

**LIST OF RESTRICTED ITEMS
COLOR COUNTRY INCIDENT
BUSINESS ADMINISTRATION – 2003**

The following items are either restricted from purchasing, or limited in some manner, during incident operations. Exceptions to this policy must have prior written approval by the Agency AO or the IBA.

- 1. Restricted from purchasing or renting for incident operations:**
 - a.) Alcoholic beverages any type
 - b.) Pillows or sleeping bags (other than regular GSA, fire cache type)
 - c.) Plants or flowers
 - d.) Improvements to GSA or WCF vehicles unless needed for suppression activities.
 - e.) Tires or mounted storage boxes for WCF vehicles or rentals (unless damaged during incident operations).
 - f.) Rental of motor-homes or recreation/camping type trailers
 - g.) Extravagant or specialty foods. See Appendix B for approved list of Supplemental food items.
 - h.) Barbers will only be provided for the military per their agreement.
 - i.) Recreational items
 - j.) Specific magazines, newspapers, or other literature. Local newspapers will be limited to 10 copies/incident/day. Only local/state and USA Today will be purchased. (Note: Contract commissary may provide some of these items.)
 - k.) Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos. Also, bathing suits or special clothing to be worn in R&R centers and/or incident camps. (Note: Contract commissary may provide these items with permission of IC.)
 - l.) When an incident camp is activated, overhead (and other personnel) assigned to that incident are expected to overnight at the camp NOT motel/hotel or other commercial rooms. (Exceptions may be required under Union agreements).
 - m.) All lodging needs prior approval from Agency Administrator.
 - n.) Orchestra, bands, or other paid entertainment.

ALL equipment and personal property purchased will be transferred to the fire cache and will not be retained on or by the Districts. Rental of equipment, with owner's concurrence, may have a lease purchase clause inserted in the procurement document.

Appendix H

2. **May be purchased or rented, but with the following limitations.**

- a.) Chairs – keep orders to a minimum (rent from local churches)
- b.) Office trailers only – Not for sleeping purposes. (Must have prior written approval of the IBA or AO before ordering).
- c.) Cots other than ordered through the cache system, must be justified and approved in writing by the Incident Commander for health and safety reasons.
- d.) ADP equipment, above the standard order, must be approved by the Agency Computer Specialist.
- e.) Telecommunication equipment, above the standard order, must be approved by the Agency Telecommunications Specialist.
- f.) Combined lease cost of an item should not exceed purchase price.
- g.) Any capitalized equipment purchased on an incident shall remain locally and utilized as a shared resource.
- h.) Rental cars may not be leased or rented without prior authorization and a resource order number. The Agency Administrator has authority to limit the number of rental cars.
- i.) If an individual has a cellular phone with them from their home unit, approval for the use of the phone during the assignment must be received from the incident agency in order for the cost of the telephone to be billed back to the incident. A resource order number should be issued for documentation and approval, and a copy attached to any billings submitted for reimbursement. Reimbursement will not occur without the proper documentation.

NOTE: Exceptions to this policy will be approved by the Agency Administrator, Administrative Officer, or assigned Incident Business Advisor.

Appendix H

Appendix B

SUPPLEMENTAL FOOD ITEMS POLICY COLOR COUNTRY INCIDENT BUSINESS ADMINISTRATION –2003

The following items have been approved by the Color Country Fire Management Zone for purchase as supplemental food items on incidents:

- Bottled water, juices, ‘ade’ type drinks, and ordered as recommend in “Feeding the Wildland Firefighter”
- Individual packages of nuts (peanuts)
- Juices, ‘Ade’ type drinks
- Fruits in season
- Granola type bars, candy bars/power bars
- Individual packages of Trail Mix

Orders must be generic, do not order brand names.

Prior to ordering or procurement of any item not listed above, approval must be obtained in writing from the Incident Business Advisor.